

Mentoring Program – Mentee Welcome Packet

Welcome to the Mentoring Program!

We would like to warmly welcome your participation in the PMI Madison Mentoring Program. The Mentoring Program has been established to provide its members with networking opportunities that may lead to mentoring partnerships. The goals of the Mentoring Program are to promote the discussion of project management concerns, organize various networking forums to build upon our common knowledge, and support individual development via professional partnerships.

Enclosed are several items to help you start your collaboration successfully and grow as project manager leader. This guideline is being provided by the Chapter to promote a common understanding among those members that participate in the Mentoring Program. This is a guideline, not a policy or procedure. The Mentor and Mentee should agree at the start of a mentoring partnership which parts of this guideline that they will follow.

Please consider reviewing the guidelines periodically throughout the mentoring partnership. It is strongly recommended that the feedback forms be sent to the Mentoring Program Manager periodically throughout the mentoring partnership. Your feedback will be used to improve the PMI Madison Mentoring Program.

If you have any questions at any time, please contact the Mentorship Director at Dir-Mentorship@pmi-madison.org.

DISCLAIMER

PMI Madison provides no guarantees regarding the Mentee's career growth prospects. The Chapter sincerely hopes that the Mentee's careers prospects will be enhanced by this network, but those outcomes are the responsibility of the Mentees and not of the Mentor and PMI Madison.

Mentor/Mentee agrees to indemnify, defend, and hold PMI Madison, PMI, all elected officers and volunteers harmless against any loss, damage, expense, or cost, including reasonable attorneys' fees, arising out of any claim, demand, or suit asserting any losses or damages pursuant to participation in the PMI Madison Mentoring Program including but not limited to claims involving the infringement of any copyright, patent, trade secret, trademark, or proprietary right existing under the laws of the United States, any state or territory thereof, or any other country

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Getting started

It is the responsibility of the Mentee to initiate contact with the Mentor.

This ensures your commitment to grow and buy-in to participate. Once contact has been established it is probably a good idea for you to meet face-to-face. This establishes rapport, creates a framework of understanding, and builds a friendly connection.

Where should you meet?

We suggest you find a public location which allows you to have conversation without creating a feeling of being rushed or an expensive commitment. Wherever the two of you agree to meet is fine!

How long should you meet?

We suggest this meeting be casual and friendly. You could benefit from some idea of what you would like to know about the other person, their goals, and background. Having that intent in mind should give you the ability to schedule an appropriate amount of time.

What should be discussed?

Developing an open and friendly relationship is critical to the success of this type of collaboration. Providing an appropriate amount of your background, history, and experience will encourage your teammate to also open up. Allow them to convey their personal information as they wish; be assuring of the confidentiality of this collaboration and business information exchanged. Inquire about their goals for the collaboration and professional growth as this becomes the roadmap for the change you will develop together. You may also find benefit in discussing the type of mentoring or coaching you will engage in.

How should you proceed?

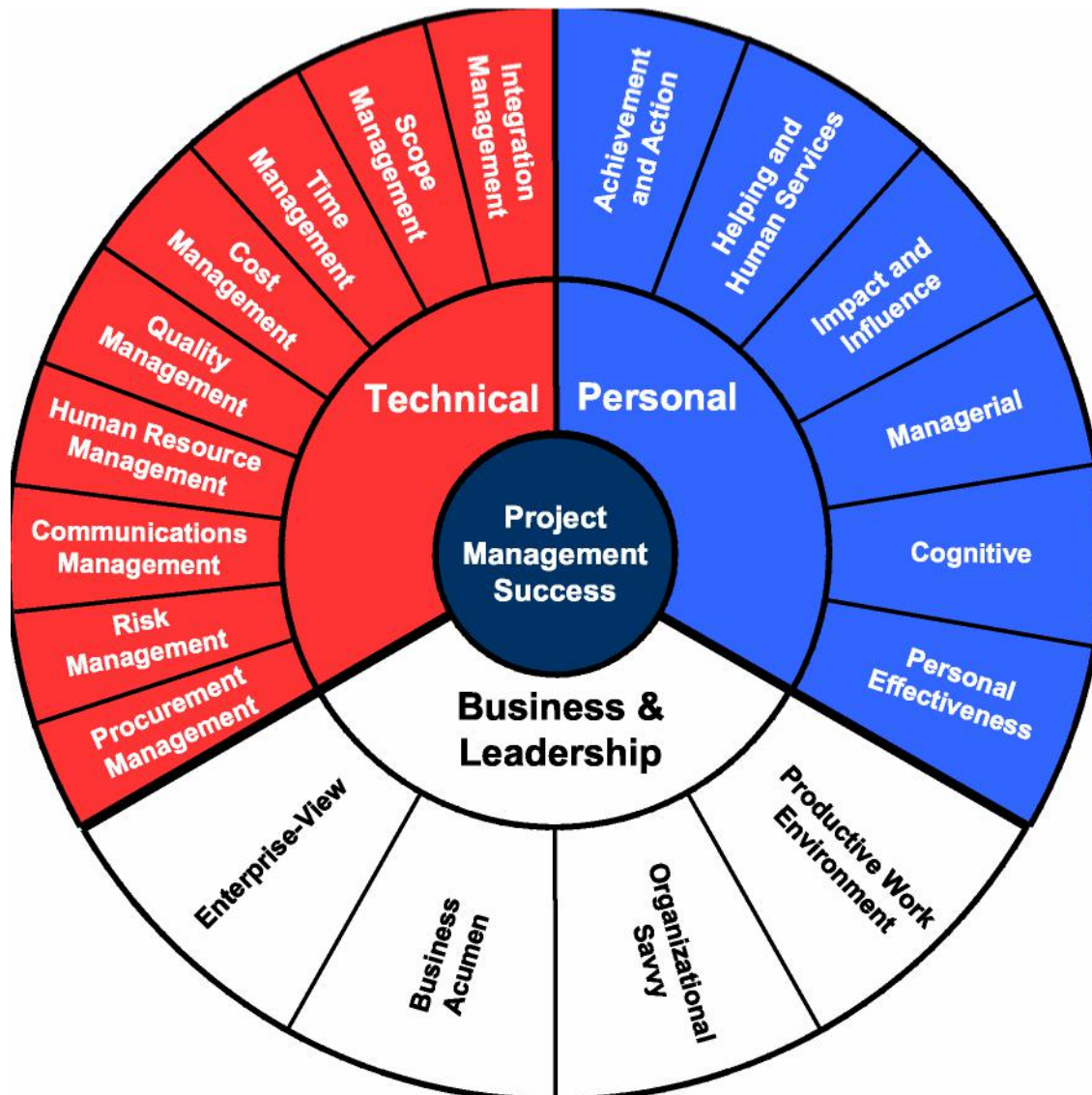
Having exchanged contact information; then be sure to establish an understanding on how each can contact the other and when. Jointly establish how you will continue the collaboration, when you will meet, how you will communicate (email, phone, meetings), and how long the meetings will last. You may find there are times when one or both of you will need some preparation for the next meeting and sometimes you may be best served by a conversation.

This is your journey; it is the Mentor's role to help you grow.

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Boston Wheel

The following diagram highlights specific topics that may be the focus of a mentoring partnership.



Boston University Corporate Education Center's
 Project Management Competency Model
<http://www.butrain.com/mdp/CompModel.asp>

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MENTEE GUIDELINES

What Being a Mentee Is

- Skill development.
- Discussing career goals.
- Focusing on direction setting.
- Being open and trusting of the mentoring learning environment.

What Being a Mentee Is Not

Do not...

- Depend on your Mentor to identify your goals for you.
- Assume your Mentor has unlimited time for you.
- Tune out when the topic seems irrelevant to your immediate needs.
- Forget to share with others the outcome of the help your Mentor gave.
- Talk negatively about your Mentor behind his/her back.
- Take your Mentor for granted or assume he/she doesn't need this reinforcement.
- Hang onto your Mentor indefinitely.
- End the partnership on bad terms.

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Mentee Role in Mentoring Partnership

Schedule: Discuss the probable length of your formal Mentor / Mentee partnership.

Meeting Logistics. Decide when and where you will meet.

Expectations. Take time to identify your goals.

Confidentiality. The best mentoring partnerships maintain confidentiality between Mentors and Mentees. Ideas, feelings and plans stay between the two of you. Talk about confidentiality, including what is and what is not acceptable to share with others.

Feedback. Come to an agreement on how you'd like to give and receive positive and corrective feedback from each other. Make it easy for your Mentor to give you corrective feedback. Ask for it early. Show evidence that you've utilized the help to make your choice. Send a note to your Mentor or call from time to time to provide progress reports .

Any Limits or Preferences. Discuss your learning and communication styles so you can work well together. For example, can you contact each other between your scheduled meetings? Do you prefer an e-mail or voice mail? Be explicit about your own needs and limits (e.g. time constraints, etc). Be considerate of your Mentor's time.

Partnership. Keep the partnership on a professional basis. Listen attentively to all (or nearly all) your Mentor has to say. Store what seems irrelevant for some future use. Seriously consider all advice you receive. Make only positive or neutral comments about your Mentor to others. If you disagree with your Mentor's behaviors or values, share your perceptions with her/him. If the situation continues, accept it or move on or refer it to the Mentoring Network Manager.

Conflict of Interest. Declare any conflict of interest before it becomes an issue.

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Mentee Tip Sheet

EMBRACING CHANGE

- Being a Mentee means being willing to change. Just knowing the answers is not enough.
- Commit to new things, take risks, and give it your all.

LISTENING

- Actively listen to your Mentor and seek to understand the advice that your Mentor gives you.

TAKING ADVICE

- This is your journey. Set goals for what you want out of the mentoring partnership. If you're not sure, ask your Mentor to help you.
- Keep the partnership light and friendly. Do not add to the pressures that the person mentoring you may already be under.
- Ask where your Mentor obtained the knowledge and wisdom that their advice is based on; books, life experience, seminars, a former Mentor, etc. This helps teach you ways to learn new skills.
- The Mentor has your best interest at heart and is proud of you for wanting to become a better Project Manager.
- Be prompt at returning calls or answering memos from your Mentor.
- Always treat any contact with a stranger with care until you feel comfortable with the partnership. As in any situation, do not give out personnel details beyond those that are necessary to the task in hand.

ETHICS

- Keep a strong ethics-based focus when taking advice from your Mentor. Only you know if the advice you receive is right for you.
- Keep all discussions confidential.
- Discourage the giving of information that could be construed as company confidential.
- Do not attempt to use your association to further your own business interests.
- Declare any conflict of interest before it becomes an issue.

DISRUPTING THE PARTNERSHIP

- If you feel that the partnership is not working, for whatever reason, ask to have another Mentor appointed.
- You are part of a team. If you are in doubt about anything, contact the Mentoring Program Manager who will either help or put you in touch with someone who can.

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AGREEMENT FORM

This mentoring network is sponsored by the PMI Madison / South Central Wisconsin Chapter) and designed to enhance the professional experience and development of the participants. Participation is strictly voluntary and without financial compensation. Please read the following guidelines regarding participation in the mentoring program. Your signature at the bottom of this agreement signifies your acceptance of the terms and conditions that govern participation in the network.

1. The duration of a topical mentoring session(s) could be for a short period of one or a few days of calls or meetings. A more formal and longer term mentoring relationship between participants in the network could be from a few weeks or months to several months. Mentor and Mentee agree to actively participate in the network for the full duration of their engagement. Both will complete/return Periodic Feedback Forms to the Mentoring Program Manager.
2. Mentor and Mentee agree to be available, responsive to each other's needs and willing to adjust schedules as necessary in order to achieve the minimum number of contact hours described below.
3. As part of the PMI Madison Mentoring Program, Mentor and Mentee agree to establish "live contact" for a minimum of 2 (two) contact hours each month. Four (4) contact hours each month is advised. It is recommended that the minimum contact hours be spread across and composed of (at least) two separate and distinct sessions each month. Live contact, as it is defined for this network includes (and may not be limited to): face-to-face meetings, telephone conversations, video conferences, voice-only conference calls, email, Voice-over-Internet conversations, online chats, video, or live messaging via the Internet.
4. Participants are responsible for completing the program's paperwork to establish a "mentoring partnership" prior to the initial contact with their "partner" (Mentor or Mentee).
5. Information shared between the participants within the context of the formal mentoring partnership is considered confidential and should not be shared outside the relationship without expressed permission from the other participant(s).
6. An individual pairing of Mentor and Mentee may prove to be unworkable or unsatisfactory to either/both participants. At any point during the "mentoring partnership", either participant (or both) may request to dissolve the "mentoring partnership" and request a different "partner". The Mentoring Program Manager will address and resolve the pairing as quickly as possible, with no fault assigned to either party.
7. A Mentor's role is limited to the furnishing of opinions, guidance, advice and suggestions. Mentees should take all information given by a Mentor under advisement in making personal, professional and career decisions.
8. It is the responsibility of the Mentor to ensure that all opinions, guidance, advice and suggestions provided as part of the formal mentoring partnership, are accurate to the best

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- of their knowledge and do not recommend or suggest course(s) of actions for the Mentee that could be construed as illegal, unethical, or immoral.
9. Participants accept responsibility for any costs incurred as part of the formal relationship, including, but not limited to: postage, telephone calls, travel, meals, conference/seminar registration, etc.
 10. Individuals are permitted to take part in the PMI Madison Mentoring Program upon acknowledgment and acceptance of these terms and conditions as indicated by their signature below.
 11. Participant is a current member of the PM I Madison (with dues current).
 12. Please note that Mentors are volunteers and are not experts or paid consultants. Mentors, PMI Madison and the Project Management Institute are not responsible for business, career, personal or other decisions made as a result of the mentoring partnership. Mentors give only advice and/or information from their experience, perspective, etc. Mentors do not make decisions for Mentees. PMI®, PMI Madison and Mentors do not accept any responsibility for decisions made by Mentees.
 13. By entering into the Mentoring Program, the participants agree that neither PMI, PMI Madison, nor other participants are liable for the guidance, suggestions and/or advice provided to them during the formal relationship.
 14. Mentor/Mentee agrees to indemnify, defend, and hold PMI Madison, PMI, all elected officers and volunteers harmless against any loss, damage, expense, or cost, including reasonable attorneys' fees, arising out of any claim, demand, or suit asserting any losses or damages pursuant to participation in the PMI Madison Mentoring Program including but not limited to claims involving the infringement any copyright, patent, trade secret, trademark, or proprietary right existing under the laws of the United States, any state or territory thereof, or any other country.

Participant Name (Please Print)

Participant Signature

Date
